DoD Drug Testing Program (DTP)
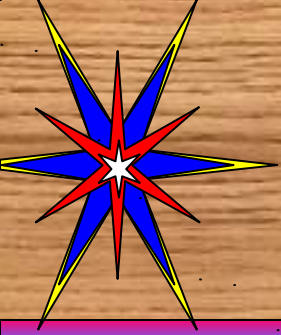## Enabling Learning Objectives

1. Select from a list the minimum DTP utilization rate.

2. Discuss how the DTP selects personnel by percentage and number of personnel.

3. Load DTP on a computer and conduct a random selection.

Objectives of DTP

- **Increase deterrence of drug use – by truly randomly selecting Soldiers for testing.**
- **Reduce manual errors – all forms are pre-printed.**
- **Make the UPL's job easier.**
- **Reduce collection time.**
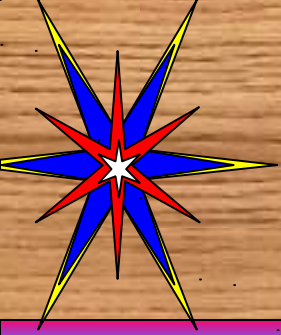- **Reduce processing time at the drug testing laboratories by utilizing the bar-coded specimens and forms.**

DTP Utilization

- In FY01 the Department of the Army stated the DTP utilization goal was 85%.

- In FY03 ACSAP began reporting DTP Utilization rates through the Installation Management Agency (IMA) to the installations.

- The DTP utilization rate is part of the Installation Status Report (ISR). Your 85% or higher usage rate helps to ensure a green rating for the installation.

DTP Software

- Versions:
  - DTP Full version – Preferred version
  - DTP Lite
- Both versions are approved by the Army G-6 for use.
- DTP Lite is available on this CD
- Both versions are available with instructions on the ACSAP website at www.acsap.army.mil.

DTP is flexible for you...

- Can add hand written entries
- Void entries where Soldier is not available for testing because he/she is TDY, on leave or at a school.
- Specimen numbers are on the DTP label
- Forms can be printed by SSN or alphabetically
- Preprint Forms
- CDR can test whenever he/she desires by a percentage or a specific number of personnel
- Permits all types of testing.

DTP prints your documents...

- **Print all urinalysis forms:**
  - **DD Forms 2624**
  - **Unit Ledgers (Called Testing Register in DTP)**
  - **Specimen Bottle Labels**
  - **Rosters**
  - **Notification Letters – Full version only**
  - **Reports – Full version only**
  - **Saves forms and allows for printing later – Full version only**

Highlights of Full DTP Version

- Personnel Tracking System permits:
  - Tracking who was tested and/or selected
  - Testing random no-shows.
  - Tracking test results.
- Analysis Module provides data on:
  - Number of personnel selected, tested, positive.
  - SSN specific testing history.
  - Group history (e.g., SSNs not tested in last 12 months).
  - Roster alterations.

System Requirements

- Hardware:
  - Minimum speed requirements: 200
  - MHZ Operating System: Windows 98 or higher
  - Laser printer needed for printing forms
- Supplies:
  - Avery 5163 labels - available through SSSC or impact credit card.

How Does the DTP Select Personnel by %

- As the UPL you will be challenged by unit personnel on how the program selects personnel; and you should be able to explain or show the Soldier how the software works.

- Probability of any person being selected equals the requested percentage.

- Example: If you want 10% of your unit tested then the threshold is set at 0.10.

How Does the DTP Select Personnel by %

- The program then creates a list of all eligible personnel for this test.

- Random number is generated by the computer between 0 and 1.00 for each person on the roster; If the number is less than or equal to the threshold then that person is selected, if its greater than the threshold then that person is not selected.

Statistics and Random Numbers

- This is a truly random system, so you may get more or less than the requested percentage.

- You must understand that if you select 10% and your unit has 100 Soldiers the program will select approximately 7 -14 Soldiers.

- Statistically the average will prevail over time.

- If the unit size is relatively small then its possible that zero Soldiers will be selected.

Selection by Personnel Number (Suggested Method)

- This method selects an exact number of personnel for testing
  - You enter the number of personnel that you desire to be selected.
  - The program randomly creates a list of all personnel (basically this is the same as placing everyone's name in a hat and mixing it up).
  - The program then assigns each person on the list a number starting at one through the last person on the list. Example: If there are 50 Soldiers then they are numbered from 1 to 50.

Selection by Personnel Number (Suggested Method)

- The program will then generate a random number between 1 and the total number of names.

- The program will count down from the top of the list until it reaches the number selected. That name will be placed in the selected list and removed from the original list.

- The count of the names is reduced by 1 and the process is repeated until the desired number of personnel are selected.

Summary

- **You will be required to use the DTP Lite software during this course for a homework assignment. This will give you a basic introduction to using DTP; however your local ASAP will determine which version (DTP Lite or Full) that you will use as a UPL.**

- **Your local ASAP will provide additional training on the DTP full version if you are required to use it.**